



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
6501 E. ELEVEN MILE ROAD
WARREN MI 48397-5000

IMNE-MIG-EEO

FEB 13 2009

MEMORANDUM FOR U. S. Army Garrison-Detroit Arsenal (USAG-DTA) Associates

SUBJECT: Policy Memorandum #06, Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Complaint Procedures

1. REFERENCE.

- a. AR 690-12, EEO and Affirmative Action, 4 Mar 88
- b. AR 600-20, Army Command Policy, 13 May 02
- c. AR 690-600, EEO Discrimination Complaints, 9 Feb 04

2. PURPOSE. Provide EEO guidance to all Garrison personnel assigned to Detroit Arsenal.

3. APPLICABILITY. This policy is applicable to all civilian and military personnel assigned to and/or under the operational control of the USAG-DTA.

4. POLICY. I want to ensure that all personnel in the USAG-DTA know the procedures for processing EEO and EO Complaints. Directors will ensure all personnel understand the complaint procedure process.

5. PROCEDURES

a. I am fully committed to resolving all EEO/EO complaints within this Garrison as expeditiously as possible. Any complaint filed will be treated with a sense of urgency and will be resolved expeditiously and fairly.

b. If you believe you have an EEO/EO complaint, please notify the Garrison EEO or EO office immediately. The Garrison EEO Office is located in Building 230, Room 113W and is available to provide assistance to any of our civilian personnel who think they are being discriminated against or sexually harassed.

c. There are two types of complaints, i.e., informal and formal. Both types have the same degree of urgency and will be resolved expeditiously and fairly.

d. Under no circumstances will individuals suffer reprisal, intimidation or retaliation for filing a legitimate EEO/EO complaint. It is our responsibility and an important part of our mission to resolve disputes at the lowest management level.

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e. A copy of this policy statement will be posted in Directorate's areas of responsibility, on all official bulletin boards, websites and made available upon request.

6. The EO Advisor is Sergeant First Class Travis Armstrong. If you have any questions please contact the TACOM LCMC EO Office, AMSTA-CS-EO, at commercial (586) 574-6236, DSN 786-6236.

7. PROPONENT. The Equal Employment Opportunity (EEO) Office is the proponent for this USAG-DTA policy. POC is the EEO Office, IMNE-MIG-EEO, at commercial (586) 574-8354, or DSN 786-8354.


BRENDAL EEE MCCULLOUGH
Garrison Manager